



Josekutty Sunny

Nationality: Indian **Date of birth:** 25/06/1996 **Gender:** Male

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Other:
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ABOUT ME

I am a professional Accountant having 4 years relevant experience in Audit, Accounting and Finance. Good work exposure of handling accounts of any types of business organization from vouching and book keeping to preparation of final accounts. Experience in handling tax affairs and working knowledge in preparation & E filing in tax returns - GST, TDS, Income Tax Return filing. Experienced in Payroll, Accounts Payables, Accounts Receivables, Inventory, Expenses and Accruals, Reconciliation, Ledger and Journals, Reports and Analysis based on different Microsoft Applications and on modern computer accounting softwares.

WORK EXPERIENCE

Accounting Staff

Tax Planners Management Consultants [06/08/2018 – 09/11/2019]

City: Calicut

Country: India

- GSTR1 & GSTR3B filing in GST site
- Bank reconciliation
- E-way bill creation
- To take GST registration
- To create ITR individual file and enter deduction, salary list & download 26AS
- TDS BIN/CIN matching, challan creation, add deducties, entering deduction & salary list and validate it in Taxeon site or Winman software
- To identify the outstanding amount in Traces and send request to consolidated and justification through Winman software
- To send request for getting Form16 through winman software
- To login Spark and take innerbill
- FSSAI registration
- To take D&OE license

Accounts Assistant

KMCT Corporate Office [15/11/2019 – 19/11/2022]

City: Calicut

Country: India

- Manage all the accounting transactions with a proper way of book keeping, preparing ledgers, Income and expenditure and balance sheets to ascertain the financial position of the organization
- Tax & Fine calculation in GST site
- Creation of Challan for tax payment
- To clear the mismatch of GST Number in Tally using PAN number
- To identify the HSN code and cash balance of electronic cash ledger in GST site
- Petty cash handling – Payments & Receipts vouchers entered in Tally
- Bills booking in Journal voucher for payment
- Make the manual cash book equal with tally receipts & payments
- Tally data exporting



- Entering the Purchase, Debit note, sales, Credit note, Cash book, Bank statement in Tally
- To Verify the bills with purchase orders and updated in suppliers excel sheet

SKILLS

Professional Skills

- Ability to work in audit, accounts and finance departments.
- Good Communication Skills in English, Malayalam.
- Well versed in Computerized Accounting Environment like Tally ERP 9, MS Word, MS Excel etc.
- Proficient in Accounts Finance and Functions.
- Detail-oriented, efficient & organized professional with an extensive experience in Accounting Systems.
- Possess strong Analytical & Problem Solving skills, with an ability to make thought out Decisions.
- Resourceful in completing projects & efficient in multi-tasking.
- Can work under pressure & meet deadlines.
- Have the ability to quickly identify problems as well as provide appropriate solutions. Energetic & self-motivated with a high degree of cultural sensitivity.

EDUCATION AND TRAINING

Bachelor of Commerce with Computer Application

University of Calicut [2014 – 2017]

PROFESSIONAL QUALIFICATION

Advanced Certified Professional Accountant (ACPA) and Professional Excel

[12/2017 – 05/2018]

Completed an intensive training in Manual (Documentation to Finalization) and computerised Accounting and has acquired a good working experience in the following areas of Practical Financial Accounting

- Accounts Managements
- Tax Management
- MIS Reporting
- Inventory Management
- Payroll Management

Tally ERP9.0 (with GST)

LANGUAGE SKILLS

Mother tongue(s): **Malayalam**

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

DIGITAL SKILLS

Microsoft Office / Microsoft Word / Microsoft Excel / Microsoft Powerpoint / Power Point / Skype / Google Drive / Social Media / Facebook / Instagram / LinkedIn / Good listener and communicator / Team-work oriented / Motivated / Written and Verbal skills / Decision-making

VISA DETAILS

Visit Visa

27/11/2022 - 25/01/2023

Passport Number

U2849708